

# **Web-based Supply Chain Management (WBSCM)**

**Training Guide for the  
U.S. Department of Agriculture  
(USDA) Online Ordering Program  
for USDA Foods**



**Food Distribution Program (FDP)  
Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services and Adult Education**

# WBSCM Help Desk Contact Info

## Help Desk Hours

**8:00 AM to 6:00 PM Eastern Time**

## Help Desk Contact Information

**877-WBSCM-4U**

**877-927-2648**

**WBSCM.servicedesk@CAI.com**

# eAuth Help Desk Info

**800-457-3642 (option #1)**

**Email: [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov)**

**Help Desk Hours**

**8:00 AM to 8:00 PM Eastern Time**

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# Setting Up Your WBSCM Account



# Web-based Supply Chain Management USDA Webpage

<https://www.usda.gov/topics/food-and-nutrition/web-based-supply-chain-management>

- This page has login information, eAuth information, and resources to assist you
- Always use Internet Explorer for best results



# When FDP Creates Your WBSCM Account You Will Receive this E-mail – Check SPAM

This is an automatically generated message. Please do not reply back to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear State Sadowski,

A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) system. In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSCM system. **The three step process listed below will help you complete your registration with WBSCM.**

Important Notes:

- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSCM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSCM registration, you will be able to change your last name using the WBSCM "Maintain User Profile" function under the "Admin" menu option.

## How to Complete Registration with WBSCM

**Step 1.** If you do not already have an eAuthentication account (Level 1 or 2), please access <https://identitymanager.eems.usda.gov/registration/index.aspx> and select the link "Register for a Level 1 Account" [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. **Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.**

**Step 2.** Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXlpCWVFW57odM1KBTUakGJQeliuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%2B>

**Step 3.** Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm> **Remember to bookmark this URL link for easy access to the login page.**

If you have any questions, please contact your user administrator.

**If you did not receive the e-mail, check spam or contact your IT Department to allow this e-mail address**

# STEP 1 – WBSCM Registration

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Dear State Sadowski,

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In order to access this account, you will need to have a user ID and password in the USDA eAuthentication System. At that point you will be able to complete your registration with the WBSCM system. **The three step process listed below will help you complete your registration with WBSCM.**

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## How to Complete Registration with WBSCM



Click on this link first

**Step 1.** If you do not already have an eAuthentication account (Level 1 or 2), please access <https://identitymanager.eems.usda.gov/registration/index.aspx> and select the link “Register for a Level 1 Account” [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. **Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.**

**Step 2.** Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXlpCWVFW57odM1KBTUakGJQeliuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%2B>

**Step 3.** Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm> **Remember to bookmark this URL link for easy access to the login page.**

If you have any questions, please contact your user administrator.



# Click on “Level 1 Access”

**United States Department of Agriculture**  
**USDA eAuthentication**





Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Home](#) > [Site Map](#)

## Site Map

### Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

- [eAuthentication Home](#)
  - [Site Map](#)
  - [Login or Update Your Account](#)
- [Account Information](#)
  - [What is an Account?](#)
  - [Create an Account](#)
    - [Create a Level 1 Customer Account](#)
    - [Create a Level 2 Customer Account](#)
    - [Find an LRA](#)
    - [Find an Agency Registration Lead](#)
    - [Register an Internal Account](#)
- [General Information](#)
  - [About eAuthentication](#)
  - [Contact Us](#)
  - [eAuthentication Help](#)
    - [Frequently Asked Questions](#)
    - [User Guides & Documentation](#)
- [Self-Service](#)
  - [Change Password](#)
  - [Forgotten Password](#)
  - [Forgotten User ID](#)
- [Administration Links](#)
  - [LRA Information, Training, & Login](#)

**Quick Links**

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

**Administrator Links**

- [Local Registration Authority Login](#)



# Create your Password

Enter your password

*Your password must include at least 12, but no more than 24 alphanumeric and special characters with no spaces, including at least:*

- 12-24 characters
- One number
- One uppercase letter
- One lowercase letter
- One special character ! # \$ - % = + ; , ? ~ \*
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used

Confirm Password\*

# Create Your eAuth Account

User Information

First Name\*

Middle Initial

Last Name\*

Required Field\*

Enter your first name as it appears on a government issued picture

Contact Information

Email\*

Confirm Email\*

Login Information

User ID\*

Password\*

Confirm Password\*

invalid!

Security Questions

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1\*

Select...

2\*

Select...

3\*

Select...

Continue

# Click “Submit” Button

**Quick Links**

- What is an account?
- Create an account
- Update your account

**Administrator Links**

- Local Registration Authority Login

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Confirmation

## Create an eAuthentication Account

### Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the [edit](#) button. If the information is correct, please continue by clicking the submit button.

#### Verify User Information

**User ID:** dan.sadowski@ct.gov

**Name:** Dan Sadowski

**Email:** dan.sadowski@ct.gov

#### Verify Security Questions & Answers

**Q: What is the name of your first pet**

A: Spot

**Q: What city was your first job in**

A: Jewett City

**Q: What was the name of high school where you graduated**

A: Griswold


**Q: What is the name of your first school**

A: Elementary


[Edit](#) [Submit](#)



# Check Your E-mail



United States Department of Agriculture  
USDA eAuthentication



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

### Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

### Administrator Links

- [Local Registration Authority Login](#)

## Create an Account

Level 1 Access  
**Step 3 of 4: Print and Check Email**

**Please print this page for future reference.**

Congratulations

# You Will Receive a Second E-mail


\*\*\* Please do not reply to this email. For assistance see below \*\*\*

## Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations stateofcttest, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

**If you did not receive  
the e-mail, check spam  
or contact your IT  
department**

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click [ACTIVATE MY ACCOUNT](#) 

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

<https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=10FCA266F0A04B3A9E645489E0184170>

The User ID you created is: stateofcttest

The email address you provided is: [dan.sadowski@ct.gov](mailto:dan.sadowski@ct.gov)

**Please retain this information for future reference.**

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication [USER ACCOUNT HOME](#) link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

<https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home>


If you need further assistance, click [here](#) to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click [here](#).

Thank You,


-- The USDA eAuthentication Team




# Your Account Has Been Activated!



United States Department of Agriculture  
USDA eAuthentication



EASD  
ENTERPRISE  
APPLICATION SERVICES



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

You are here: [eAuthentication](#) > [Account Creation](#) > Account Activation

## Create an eAuthentication Account

### Step 4 of 4 - Account Activated

Your account has been activated with Level 1 Access Please wait 20 minutes from the time of activation before using the account.

**eAuthentication Account Information:**

**User ID:** stateofcttest  
**Email:** dan.sadowski@ct.gov

### Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click [here](#) to review our Frequently Asked Questions.

**Quick Links**

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

**Administrator Links**

- [Local Registration Authority Login](#)

# STEP 2 – Return to First E-mail and Complete Registration

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Important Notes:

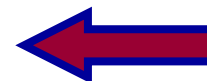
- The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must match the email address and the last name entered in the eAuthentication registration forms. Failure to follow this procedure will result in an error message during the WBSCM registration process.
- Hyphens, Spaces and Apostrophes must be removed from the last name when creating the eAuthentication account. After you have completed your WBSCM registration, you will be able to change your last name using the WBSCM “Maintain User Profile” function under the “Admin” menu option.

## How to Complete Registration with WBSCM

**Step 1.** If you do not already have an eAuthentication account (Level 1 or 2), please access <https://identitymanager.eems.usda.gov/registration/index.aspx> and select the link “Register for a Level 1 Account” [Note: A Level 2 account is not Required]. Complete step 1 in its entirety before proceeding to step 2. **Once you have created and activated the eAuthentication account, return to this email and proceed to Step 2.**

**Step 2.** Once your eAuthentication account has been activated, please access the following URL address and use your eAuthentication User ID and password to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=xs%2FXIpCWVFW57odM1KBTUAkGJQeliuMM7YrLS2PqDmHDQNwcFdH9wdOap1Yp3Ow%2B>



Click here

**Step 3.** Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm> Remember to bookmark this URL link for easy access to the login page.

If you have any questions, please contact your user administrator.

# STEP 2 – Click on “I Agree”



The screenshot shows a web application interface. At the top, there is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. Below the navigation bar, there is a large light blue box containing a warning message. The warning message is preceded and followed by a line of asterisks. The warning text is as follows:

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

Below the warning message, there is another line of asterisks:

\*\*\*\*\*WARNING\*\*\*\*\*

At the bottom of the light blue box, there are two buttons: "Cancel" and "I Agree".

# Enter the eAuth User ID and Password You Just Created

[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

**eAuthentication Login**

**Quick Links**


[▶ What is an account?](#)  
[▶ Create an account](#)  
[▶ Update your account](#)

**Administrator Links**

[▶ Local Registration Authority Login](#)

**LincPass (PIV)** ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**



**User ID & Password** ?

User ID:

Password:

I forgot my [User ID](#) | [Password](#)

REGISTER

LOGIN

[Change my Password](#)

## WARNING

### *Upon Login You Agree to the Following Information:*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

# Click “Accept” and “Submit”



United States Department of Agriculture  
WBSCM User Validation

## WBSCM Rules of Behavior

Rules of Behavior

(Version 1.0)

Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:


1. Participants shall understand and comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws.
3. Users shall protect their UserIDs and passwords from disclosure.


☒ Accept

☐ Reject

Submit

# Congratulations! You're In!

United States Department of Agriculture  
Web Based Supply Chain Management



[New Session](#) | [Log off](#)

Welcome: **Allison CalhounWhite**  
Organization Name: **CT Food Distribution Program**

[Back](#) [Forward](#) [History](#) [Favorites](#)

[Home](#) [Operations](#) [Admin](#) [Reports](#) [Help](#)

[News and Alerts](#) [Inbox](#)

Home > News and Alerts > News and Alerts

[Full Screen](#) [Options](#)

[News and Alerts](#)

## WBSCM December Quarterly Release 2020R4.4.12 is now LIVE as of December 17, 2020

This release includes approximately seven new system improvements and bug fixes.


**New WBSCM Users or New WBSCM Accounts:** please visit the [USDA WBSCM](#) page for instructions and tutorials describing the USDA eAuth and WBSCM registration processes.

**Interested in all recent changes?** Review the [current WBSCM Release Notes](#).

Select the **Help** tab to visit the **WBSCM Training Home Page** for latest announcements and help resources available to you.

Contact the WBSCM Service Desk at [WBSCM.servicedesk@caci.com](mailto:WBSCM.servicedesk@caci.com) or call 877-WBSCM-4U or 877-927-2648 with any questions.

[Back to top](#)

 [My Control Panel](#)

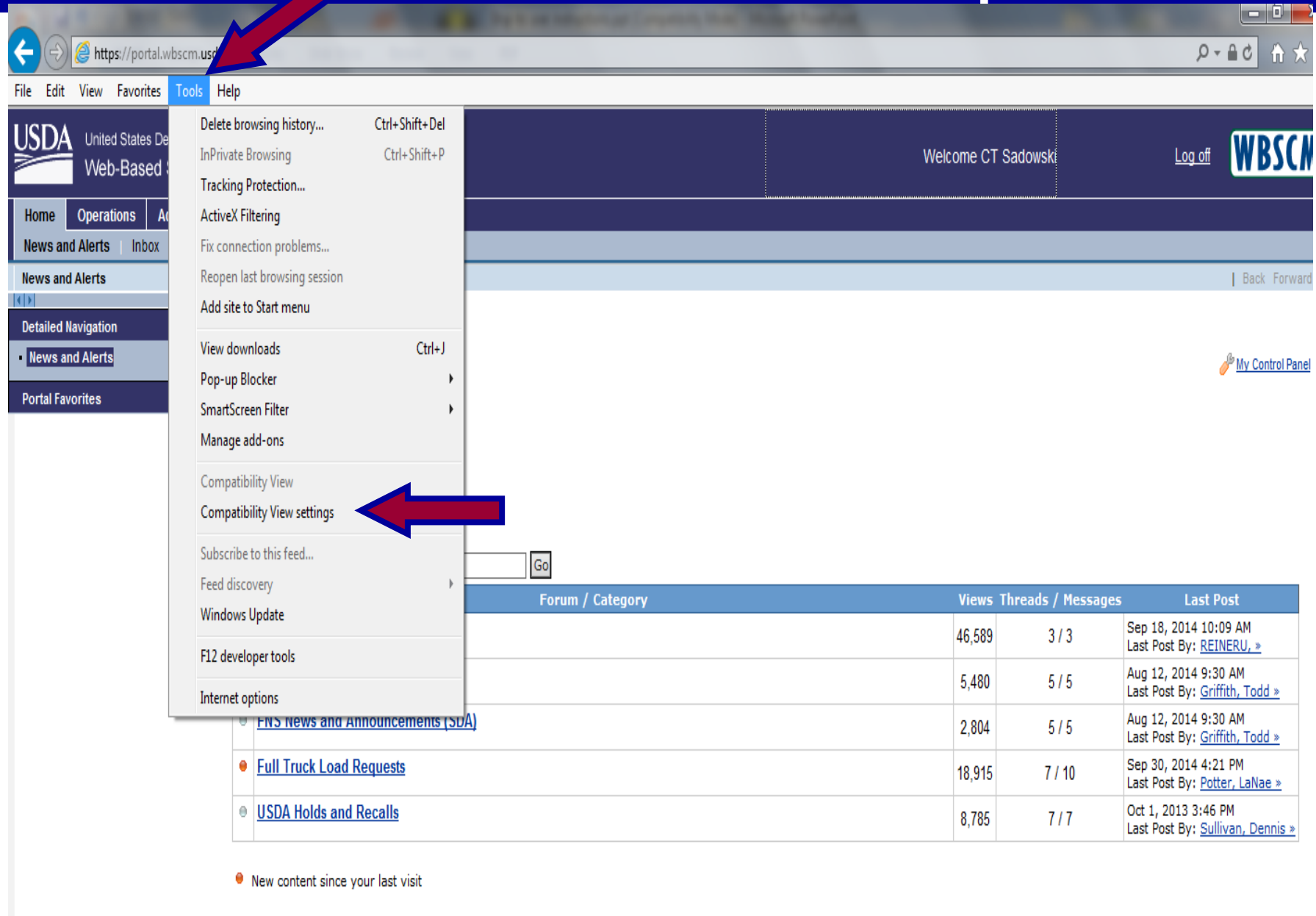
[Forums](#)

**Forum Home**



# Click on "Tools" then "Compatibility View Settings"

## This tool bar is in Internet Explorer



The screenshot shows the Internet Explorer browser window. The address bar displays <https://portal.wbcsn.usd>. The menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing various options. A red arrow points to the 'Tools' menu, and another red arrow points to 'Compatibility View settings'.

On the left side of the page, there is a sidebar with the following links:

- USDA United States Department of Agriculture
- Web-Based System
- Home
- Operations
- News and Alerts
- Inbox
- News and Alerts
- Detailed Navigation
- News and Alerts
- Portal Favorites

On the right side of the page, there is a header with the following text:

Welcome CT Sadowski

[Log off](#)

**WBSCN**

Below the header, there is a section titled "My Control Panel" with a link to [My Control Panel](#).

Below the "My Control Panel" section, there is a table with the following data:

Forum / Category	Views	Threads / Messages	Last Post
<a href="#">FNS News and Announcements (SDA)</a>	46,589	3 / 3	Sep 18, 2014 10:09 AM Last Post By: <a href="#">REINERU</a> »
<a href="#">Full Truck Load Requests</a>	5,480	5 / 5	Aug 12, 2014 9:30 AM Last Post By: <a href="#">Griffith, Todd</a> »
<a href="#">USDA Holds and Recalls</a>	2,804	5 / 5	Aug 12, 2014 9:30 AM Last Post By: <a href="#">Griffith, Todd</a> »
<a href="#">Full Truck Load Requests</a>	18,915	7 / 10	Sep 30, 2014 4:21 PM Last Post By: <a href="#">Potter, LaNae</a> »
<a href="#">USDA Holds and Recalls</a>	8,785	7 / 7	Oct 1, 2013 3:46 PM Last Post By: <a href="#">Sullivan, Dennis</a> »

Below the table, there is a link to [New content since your last visit](#).

# Add Web Site

The screenshot shows the 'Compatibility View Settings' dialog box in the foreground, overlaid on a web browser window. The dialog box has a title bar with a close button. Inside, it says 'You can add and remove websites that are displayed in Compatibility View.' Below this is a section 'Add this website:' with a text input field containing 'usda.gov' and an 'Add' button. A red arrow points from the text input field to the 'Add' button. Below the 'Add' button is a list of 'Websites you've added to Compatibility View:' containing 'usda.gov' and a 'Remove' button. At the bottom of the dialog are three checked checkboxes: 'Display all websites in Compatibility View', 'Display intranet sites in Compatibility View', and 'Download updated compatibility lists from Microsoft'. There is also a link to 'Learn more by reading the Internet Explorer privacy statement' and a 'Close' button.

The background shows a web browser window with a dark blue header. The header contains the text 'Welcome CT Sadowski' and a 'Log off' link. On the right side of the header is a logo that says 'WBSCM'. Below the header is a table with the following columns: 'Forum / Category', 'Views', 'Threads / Messages', and 'Last Post'. The table contains several rows of forum data. A 'Go' button is visible below the table. At the bottom of the page, there is a red dot icon and the text 'New content since your last visit'.

Forum / Category	Views	Threads / Messages	Last Post
<a href="#">Announcements</a>	46,589	3 / 3	Sep 18, 2014 10:09 AM Last Post By: <a href="#">REINERU</a> »
<a href="#">Announcements</a>	5,480	5 / 5	Aug 12, 2014 9:30 AM Last Post By: <a href="#">Griffith, Todd</a> »
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<a href="#">Full Truck Load Requests</a>	18,915	7 / 10	Sep 30, 2014 4:21 PM Last Post By: <a href="#">Potter, LaNae</a> »
<a href="#">USDA Holds and Recalls</a>	8,785	7 / 7	Oct 1, 2013 3:46 PM Last Post By: <a href="#">Sullivan, Dennis</a> »

# Disable Pop-up Blocker

The screenshot shows a web browser window with the address bar displaying <https://portal.wbscm.usda.gov>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing options like Delete browsing history..., InPrivate Browsing, Tracking Protection..., ActiveX Filtering, Fix connection problems..., Reopen last browsing session, Add site to Start menu, View downloads, Pop-up Blocker, SmartScreen Filter, Manage add-ons, Compatibility View, Compatibility View settings, Subscribe to this feed..., Feed discovery, Windows Update, F12 developer tools, and Internet options. The Pop-up Blocker option is selected, and a sub-menu is displayed with the options 'Turn off Pop-up Blocker' and 'Pop-up Blocker settings'. The background shows the USDA Web-Based System (WBSM) portal interface, including a navigation sidebar with links like Home, Operations, News and Alerts, and a main content area with a forum table.

USDA United States Department of Agriculture  
Web-Based System (WBSM)

Welcome CT Sadowski [Log off](#)

[Home](#) [Operations](#) [News and Alerts](#) [Inbox](#)

**News and Alerts**

Detailed Navigation

- News and Alerts

Portal Favorites

Tools

- Delete browsing history... (Ctrl+Shift+Del)
- InPrivate Browsing (Ctrl+Shift+P)
- Tracking Protection...
- ActiveX Filtering
- Fix connection problems...
- Reopen last browsing session
- Add site to Start menu
- View downloads (Ctrl+J)
- Pop-up Blocker**
  - Turn off Pop-up Blocker
  - Pop-up Blocker settings
- SmartScreen Filter
- Manage add-ons
- Compatibility View
- Compatibility View settings
- Subscribe to this feed...
- Feed discovery
- Windows Update
- F12 developer tools
- Internet options

Go

Forum / Category	Views	Threads / Messages	Last Post
<a href="#">FNS News and Announcements (SBA)</a>	46,589	3 / 3	Sep 18, 2014 10:09 AM Last Post By: <a href="#">REINERU</a>
<a href="#">Full Truck Load Requests</a>	5,480	5 / 5	Aug 12, 2014 9:30 AM Last Post By: <a href="#">Griffith, Todd</a>
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<a href="#">USDA Holds and Recalls</a>	8,785	7 / 7	Oct 1, 2013 3:46 PM Last Post By: <a href="#">Sullivan, Dennis</a>

New content since your last visit

# Checking for New Content

News and Alerts - WBSCM Portal

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Jane Doe [Log Off](#)

[Home](#) [Operations](#) [Admin](#) [Reports](#) [Help](#)

[News and Alerts](#) | [Inbox](#)

News and Alerts [Back](#) [Forward](#)

[Detailed Navigation](#)





- News and Alerts


[Portal Favorites](#)

There are no items in this list.

[Forums](#) [My Control Panel](#)

Forum Home

Forum / Category	Views	Topics / Messages	Last Post
 <a href="#">WBSCM News and Announcements</a>	120	0 / 0	Mar 8, 2010 1:31 PM
 <a href="#">FNS News and Announcements</a>	15	0 / 0	Mar 9, 2010 2:17 PM
 <a href="#">FNS News and Announcements (RA)</a>	2	0 / 0	Mar 9, 2010 2:18 PM
 <a href="#">USDA Holds and Recalls</a>	35	0 / 0	Mar 9, 2010 2:19 PM

 New content since your last visit

News and Announcements from  
USDA – If any dots are orange  
there is new information

# Updating eAuthentication Account



# Updating eAuthentication Account



United States Department of Agriculture

[About USDA](#) [Ask the Expert](#) [Contact Us](#) [En Español](#)



[Topics](#)

[Programs and Services](#)

[Newsroom](#)

[Blog](#)

[Site Map](#) [Glossary](#) [A-Z Index](#) [Advanced Search](#) [Help](#)

You are here: [Home](#) / [Web Based Supply Chain Management](#)



I want to ...

[WBSCM Login](#)



[WBSCM Training Site](#)

(Sponsoring Agency assigned ID  
required for access)

Resources

[AMS](#)

[FAS](#)

[FNS](#)

[FSA](#)

[USAID](#)

## Web Based Supply Chain Management

### ABOUT WBSCM

The Web Based Supply Chain Management (WBSCM) system is an integrated, internet-based commodity acquisition, distribution, and tracking system built on Systems, Applications and Products in Data Processing (SAP) commercial software and an Oracle platform. WBSCM supports domestic and international food and nutrition programs administered by four United States Department of Agriculture (USDA) Agencies (Food and Nutrition Service (FNS), Farm Service Agency (FSA), Agriculture Marketing Service (AMS), and Foreign Agricultural Service (FAS)) and United States Agency for International Development (USAID). The eight domestic programs, including the National School Lunch Program (NSLP), the Emergency Food Assistance Program (TEFAP), and Food Distribution Program on Indian Reservations (FDPIR), serve over 30 million Americans and are administered through 98 State Distributing Agencies (SDAs) supporting over 100,000 Recipient Agency (RA) school districts, food banks, and feeding centers, and 110 Indian Tribal Organizations (ITOs) supporting over 75,000 program participants. USDA Foods account for nearly 20 percent of the value of school districts food purchase menus. Household-level programs, such as Commodity Supplemental Food Program (CSFP), TEFAP, and FDPIR serve food insecure groups such as senior citizens, Native Americans, and low income citizens. The five international programs which include Food for Peace, Food for Progress, and Food for Education, serve over 280 million people in over 65 countries with aid provided through the United Nations World Food Program and over 30 foreign governments and approximately 70 private voluntary organizations (PVOs).

### SERVICE DESK

Standard Service Desk Support hours:



# Click on “Update your account” Before Logging In

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

## Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

## Administrator Links

- ▶ [Local Registration Authority Login](#)

## eAuthentication Login

### LincPass (PIV) ?

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**



### User ID & Password ?

User ID:

Password:

[I forgot my User ID](#) | [Password](#)

**REGISTER**

**LOGIN**


[Change my Password](#)

## WARNING


### *Upon Login You Agree to the Following Information:*

- You are accessing a U.S. Government information system, which includes (1) this

# Enter User ID and Password and Click Login



United States Department of Agriculture  
USDA eAuthentication



EASD  
Electronic Authentication Services

login :  
password :

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

## eAuthentication Login

### Quick Links


- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

### Administrator Links

- ▶ [Local Registration Authority Login](#)

### LincPass (PIV)

CLICK HERE TO  
**LOG IN**  
WITH YOUR  
**LincPass (PIV)**



### User ID & Password

User ID:

Password:

[I forgot my User ID | Password](#)

[REGISTER](#) [LOGIN](#)

[Change my Password](#)

**WARNING**

***Upon Login You Agree to the Following Information:***

- You are accessing a U.S. Government information system, which includes (1) this

Connecticut State Department of Education • Revised January 2021

28

# Click on “Home” and then Select Task

The screenshot shows a web browser window with the URL <https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home&task.clear=1>. The browser's address bar and menu bar (File, Edit, View, Favorites, Tools, Help) are visible. The page header includes the USDA logo and the text "United States Department of Agriculture" and "Enterprise Entitlements Management Service". A blue banner indicates the user is "Logged in as: Dan Sadowski (Logout)". Below this, a "Home" button is highlighted with a red arrow. Under the "Home" button, a "Tasks" dropdown menu is open, showing a list of tasks: "Apply for Level 2 Account", "Change My eAuthentication Password", "Modify My Customer Profile", "Modify My Security Questions", "View My Roles", and "View My Submitted Tasks". A red arrow points to the "Modify My Customer Profile" task. To the right of the task list, a "Welcome to EEMS Identity Manager" message says "Please select a task from the menu." The footer contains links for "EEMS Home", "eAuthentication Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", "Non-discrimination Statement", and "IDManagement.gov", along with a "Powered by EAS" logo.

USDA United States Department of Agriculture  
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

**Home**


Tasks

- Apply for Level 2 Account
- Change My eAuthentication Password
- Modify My Customer Profile
- Modify My Security Questions
- View My Roles
- View My Submitted Tasks


Welcome to EEMS Identity Manager  
Please select a task from the menu.

EEMS Home | eAuthentication Home | USDA.gov  
Accessibility Statement | Privacy Policy | Non-discrimination Statement | IDManagement.gov  
Powered by EAS

# Complete All Required Information and Click "Submit"

← →  https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?task.tag=ModifyMyCustomerProfile

File Edit View Favorites Tools Help

 United States Department of Agriculture  
**Enterprise Entitlements Management Service**

Logged in as: **Dan Sadowski** (Logout)

[Home](#)

▼ **Tasks**

**Modify My Customer Profile**

• = Required

**Login ID** Ansonia.Sadowski

**eAuthentication Assurance Level** 1

**First Name** Dan

**Middle Name**

• **Last Name** Sadowski

**Suffix**

• **Date of Birth**  (MM/DD/YYYY)

• **Email**

**Business Phone**

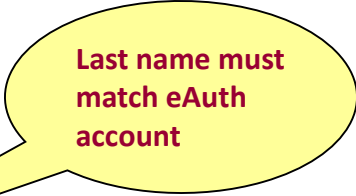
**Home Phone**


• **Street Address**


• **City**

Note: If you are entering an address outside the USA, please enter 'NQ - unknown' for your State.

• **State**







# Account Has Been Updated – Click “OK”

The screenshot shows a web browser window with the URL <https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?facesViewId=/app/page/profile/profile.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture Enterprise Entitlements Management Service". Below the header, a blue bar indicates the user is "Logged in as: Dan Sadowski (Logout)". A navigation menu on the left includes "Home" and "Tasks". The "Tasks" menu is expanded, showing options like "Apply for Level 2 Account", "Change My eAuthentication Password", "Modify My Customer Profile", "Modify My Security Questions", "View My Roles", and "View My Submitted Tasks". The main content area is titled "Modify My Customer Profile" and displays a yellow alert box with a warning icon and the text "Alert: Your request has been successfully submitted." Two red arrows point to the alert box and the "OK" button below it. The footer contains links for "EEMS Home", "eAuthentication Home", "USDA.gov", "Accessibility Statement", "Privacy Policy", "Non-discrimination Statement", and "IDManagement.gov", along with a "Powered by EAS" logo.

USDA United States Department of Agriculture  
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

Home

Tasks

- Apply for Level 2 Account
- Change My eAuthentication Password
- Modify My Customer Profile
- Modify My Security Questions
- View My Roles
- View My Submitted Tasks

**Modify My Customer Profile**

**Alert:** Your request has been successfully submitted.

OK

EEMS Home | eAuthentication Home | USDA.gov

Accessibility Statement | Privacy Policy | Non-discrimination Statement | IDManagement.gov

Powered by EAS

# Click “Logout”

The screenshot shows a web browser window with the URL <https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?>. The browser's address bar and menu bar (File, Edit, View, Favorites, Tools, Help) are visible. The page header includes the USDA logo and the text "United States Department of Agriculture" and "Enterprise Entitlements Management Service". Below the header, a blue bar displays the user's login status: "Logged in as: **Dan Sadowski** (Logout)". A red arrow points to the "(Logout)" link. Below the login bar, there is a "Home" button and a "Tasks" section. The "Tasks" section contains a list of links: "Apply for Level 2 Account", "Change My eAuthentication Password", "Modify My Customer Profile", "Modify My Security Questions", "View My Roles", and "View My Submitted Tasks". To the right of the "Tasks" list, the text "Welcome to EEMS Identity Manager" is displayed, followed by the instruction "Please select a task from the menu." At the bottom of the page, there are links for "EEMS Home", "eAuthentication Home", and "USDA.gov", as well as "Accessibility Statement", "Privacy Policy", "Non-discrimination Statement", and "IDManagement.gov". The page is powered by EASD.

USDA United States Department of Agriculture  
Enterprise Entitlements Management Service

Logged in as: **Dan Sadowski** (Logout)

Home

Tasks

Apply for Level 2 Account  
Change My eAuthentication Password  
Modify My Customer Profile  
Modify My Security Questions  
View My Roles  
View My Submitted Tasks

Welcome to EEMS Identity Manager  
Please select a task from the menu.

EEMS Home | eAuthentication Home | USDA.gov  
Accessibility Statement | Privacy Policy | Non-discrimination Statement | IDManagement.gov  
Powered by EASD



# Click “OK” – Update finished

The screenshot shows a web browser window with the URL <https://www.eauth.usda.gov/Logout/logoff.asp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". A navigation bar contains links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. On the left, there are "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration, Authority Login). The main content area is titled "eAuthentication Status" and displays the message: "You are now logged off the USDA eAuthentication system. To protect your privacy, please be sure to close your browser." A "Message from webpage" dialog box is overlaid on the page, containing a warning icon and the text: "For security reasons, your browser window will close automatically." An "OK" button is visible in the dialog box, with a red arrow pointing to it. The footer of the page reads "eAuthentication Home | USDA.gov | Site Map".

# Checking Entitlement



# Reports, Entitlement Bonus Summary Report

Home Operations Admin **Reports**

Entitlement/Bonus Summary Report | [Back](#) [Forward](#)

**Navigation**

- Entitlement Management
- Entitlement/Bonus Detail Report
- Entitlement/Bonus Summary Report**
- Food Received Shipment Report
- Food Shipment Report
- Position Status Report
- Food of Materials Received - Multi-Food
- Food of Materials Received - Domestic & Pr
- Food Requisition Report

**Favorites**

- Users

**Reports : Input Criteria**

[Execute](#) [Print PDF Output](#)

**Entitlement/Bonus Summary Report**

[Reset Values](#)

Program: \*  [Copy](#) [Paste](#)

Program Year: \*  To  [Copy](#) [Paste](#)

SDA Region Code:  [Copy](#) [Paste](#)

RA / SDA Number:  [Copy](#) [Paste](#)

Sold-To State:  [Copy](#) [Paste](#) To  [Copy](#) [Paste](#)

[Variants](#)

Open in New Window  
Refresh  
Personalize  
Help  
Details  
Add to Browser Favorites  
Add to Portal Favorites

# Enter Program and Program Year, and Execute

Home Operations Admin **Reports** Help

Order Processing

Reports > Order Processing > Entitlement Management > Entitlement/Bonus Summary Report

Entitlement Management

- Entitlement/Bonus Summary Report
- RA Entitlement/Bonus Summary Report
- SDA Entitlement/Bonus Summary Report
- Domestic Price Support Report
- Domestic Ship-To Contact Report
- Material Outlay Report
- Multi-Food Received Ship Report

Execute | Print PDF Output

**Entitlement/Bonus Summary Report**

Reset Values

Show Variants

\* Program: NSLP To

\* Program Year: 2022 To

SDA Region Code: To

RA / SDA Number: 4000574 To

Sold-To State: To

# Entitlement/Bonus Summary Report

Home Operations Admin **Reports** Help

Order Processing

Reports > Order Processing > Entitlement Management > Entitlement/Bonus Summary Report [Full Screen](#)

Entitlement Management

- Entitlement/Bonus Summary Report
- RA Entitlement/Bonus Summary Report
- SDA Entitlement/Bonus Summary Report
- Domestic Price Support Report
- Domestic Ship-To Contact Report
- Material Outlay Report
- Multi-Food Received Ship Report

## Entitlement/Bonus Summary Report

[Go Back](#) | [Print PDF Output](#)

View: **ENTITLEMENT\_SU...** | [Export](#)

Program	Sold-To Party	Sold-To Name	Sold-To City	Sold-To State	Program	DOD Fr
NSLP	4000574	CT Food Distribution Program	HARTFORD	CT	2022	

Scroll Right

# Entitlement/Bonus Summary Report

## Print a PDF or Export to Excel

Home Operations Admin **Reports** Help

Order Processing

Reports > Order Processing > Entitlement Management > Entitlement/Bonus Summary Report Full Screen

Entitlement Management

- Entitlement/Bonus Summary Report
- RA Entitlement/Bonus Summary Report
- SDA Entitlement/Bonus Summary Report
- Domestic Price Support Report
- Domestic Ship-To Contact Report
- Material Outlay Report
- Multi-Food Received Shipments Report

### Entitlement/Bonus Summary Report

[Go Back](#) [Print PDF Output](#)

View: ENTITLEMENT\_SU... [Export](#)

Program	Sold-To Party	Sold-To Name	Sold-To City	Sold-To State	Program Year	Beginning Balance	DOD Fr
NSLP	4000574	CT Food Distribution Program	HARTFORD	CT	2022	19,872,286.00	



# Creating an Order for Direct Delivery





# Complete Spreadsheet

## Print and Have Ready When You Login to WBSCM

### Connecticut Food Distribution Program

### Worksheet for Calculating Direct Delivery of USDA Foods (Brown Box)

#### Ordering Information for Non-processed Products

- Enter the number of **cases** requested for each item in the light blue boxes. All Direct Delivery products must be ordered by the case.
- Entitlement dollars and cases will calculate automatically.
- Requests are due in Web-based Supply Chain Management (WBSCM) by **March 8, 2021**.
- New items are highlighted in pink.
- USDA Foods that can be both Direct Delivery and Further Processed Items are highlighted in yellow.
- In the blue box below, enter the amount of entitlement dollars that you want to spend. The running total and remaining balance of your entitlement dollars calculate automatically in the yellow boxes.

Entitlement dollars for Direct Delivery items:

Total amount of entitlement dollars spent: **\$0.00**

Remaining balance of entitlement dollars: **\$0.00**

#### Product Name/Description

Product Code	Fruits and Juice	\$/Case	\$ Entitlement	Cases	August	September	October	November	December	January	February
110541	Applesauce Can 6 # 10 cans (Kosher)	\$21.60	\$0.00	0	0	NA	NA	NA	0	NA	0
110361	Applesauce Cups 96-4.5 oz cups	\$ 19.76	\$0.00	0	0	NA	NA	0	0	NA	NA
100242	Blueberries Wild Frozen, 8-3 lb bags	\$31.56	\$0.00	0	0	NA	NA	NA	NA	0	NA
110859	Mixed Berry Cup 96-4 oz cups	\$37.19	\$0.00	0	NA	NA	0	NA	NA	NA	0
100212	Mixed Fruit Ex LT Syrup 6 # 10 cans	\$30.55	\$0.00	0	NA	NA	0	NA	0	NA	0
110651	Orange Juice*, Cups, Individual, Frozen (*under juice)	\$12.14	\$0.00	0	NA	NA	0	NA	NA	0	0
100220	Peaches, Diced Ex Lt Syrup 6 #10 cans	\$31.43	\$0.00	0	NA	NA	NA	0	NA	NA	NA
100238	Peaches, Sliced, Frozen, 12-2 lb bags	\$29.15	\$0.00	0	NA	NA	NA	0	NA	NA	NA
100225	Pears Diced Ex LT Syrup 6 #10 cans	\$31.31	\$0.00	0	NA	NA	NA	0	NA	NA	NA
100293	Raisins, Unsweetened, Individual Package 144/1.33 oz	\$20.67	\$0.00	0	0	NA	NA	NA	NA	0	NA
110860	Strawberries Frozen - Sliced, 6-5 lb bags	\$37.27	\$0.00	0	NA	NA	NA	0	NA	NA	NA
100256	Strawberry Cup Frozen 96-4.5 oz cups	\$44.10	\$0.00	0	NA	NA	0	NA	NA	0	NA
Fruits Subtotal:			\$0.00								

# Domestic Order Entry

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Jane Doe [Log Off](#) **WBSCM**

Home Operations Admin Reports Help

Order Processing

Domestic Order Entry [Back](#) [Forward](#)

Detailed Navigation

- Order Management
  - Domestic Order Entry**
  - Shipment Receipts
  - NW Delivery Calendar

Portal Favorites

There are no items to display

Portal Favorites

- Domestic Order Entry**

My Transactions Catalog Entitlement Transaction in Process

Product Catalog

Quick Search

Search

Extended Search

[-]NSLP  
[-]Direct Delivery  
[-]Meat  
Entitlement  
Bonus  
[+]Grains  
[+]Fruits  
[+]Oil

Welcome to the order entry screen

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

Product Catalog

Browse in the [Product Catalog](#)

If you created a portal favorite it is just one click!

Select  
» NSLP  
» Direct Delivery  
» Category, e.g., Meat, Grains ,etc.  
» Entitlement

# Select "All" to View All Items in the Catalog

Domestic Order Entry [Back](#) [Forward](#)

**Detailed Navigation**

- Order Management
  - Domestic Order Entry**
- Shipment Receipts
- NW Delivery Calendar

**Portal Favorites**

- Domestic Order Entry

**My Transactions** **Catalog** **Entitlement** **Transaction in Process**

**Product Catalog**

Quick Search

**Search**


[Extended Search](#)

[ - ] NSLP  
[ - ] Direct Delivery  
[ - ] Meat  
**Entitlement**  
Bonus  
[ + ] Grains  
[ + ] Fruits  
[ + ] Oil

**Entitlement**

Entitlement

1 2 [Next](#)

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name				
<input type="text"/> CS	 100104 (NSLP / Entitlement)	<a href="#">CHICKEN BONED CAN-48/12.5 OZ</a>	783.75 USD	12/01/2010 - 05/30/2011	05/20/2011	1000

1 2 [Next](#)


Products Per Page

5  
10  
25  
50  
**All**

Select "All" to ensure you view all items

# Select Shopping Cart Icon

Quick Search

 [Extended Search](#)

[-] NSLP  
 [-] Direct Delivery  
 [-] Meat  
**Entitlement**  
 Bonus  
 [+] Gr  
 [+] F  
 [+] Oil

## Entitlement

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>		100104 (NSLP / Entitl)	<a href="#">CHICKEN BONE CAN-</a>	783.75 USD	12/01/2010 - 05/30/2011	05/20/2011	1000
<input type="text"/>		1 (NSLP / Entitl)	<a href="#">02</a>	209.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1672
<input type="text"/>		100169 (NSLP / Entitlement)	<a href="#">BEEF FINE GROUND FRZ PKG-40/1 LB</a>	707.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1000

Do not enter anything here!

Select Shopping Cart Icon

Products Per Page

# Enter Quantity and Move to Cart

## Product Catalog

Quick Search

**Search**

 [Extended Search](#)

- [\[-\] NSLP](#)
- [\[-\] Direct Delivery](#)
- [\[-\] Meat](#)
- Entitlement**
- [Bonus](#)
- [\[+\] Grains](#)
- [\[+\] Fruits](#)
- [\[+\] Oil](#)

 [Back](#)

## Product Details

**Product Number:** 100169

**Name:** BEEF FINE GROUND FRZ PKG-40/1  
LB

**Price:** 707.60 USD

**Full Truck Load Quantity:** 1000  
CS


Delivery Date	Quantity
12/30/2010	10
01/30/2011	10
02/28/2011	10
03/30/2011	10
04/30/2011	10
05/30/2011	10

Enter quantity  
and Move to Cart



[Move to Cart](#)


# Continue Adding Items to Your Cart or Click “View Cart” to Process Order

[My Transactions](#)
[Catalog](#)
[Entitlement](#)

[View Cart: 6 Item\(s\) to the value of 42,456.00 USD](#)

**Product Catalog**

Quick Search


**Search**

 [Extended Search](#)

- [\[-\] NSLP](#)
- [\[-\] Direct Delivery](#)
- [\[-\] Meat](#)
- [Entitlement](#)**
- [Bonus](#)
- [\[+\] Grains](#)
- [\[+\] Fruits](#)
- [\[+\] Oil](#)

**Entitlement**

Entitlement

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>		100104 (NSLP / Entitlement)	<a href="#">CHICKEN BONED CAN-48/12.5 OZ</a>	783.75 USD	12/01/2010 - 05/30/2011	05/20/2011	1000
<input type="text"/>		100207 (NSLP / Entitlement)	<a href="#">SALMON, PINK CAN-24/14.75 OZ</a>	209.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1672
<input type="text"/>		100169 (NSLP / Entitlement)	<a href="#">BEEF FINE GROUND FRZ PKG-40/1 LB</a>	707.60 USD	12/01/2010 - 05/30/2011	05/20/2011	1000

Products Per Page All

## To Expand View

Home

Operations

Admin

Reports

Help

Order Processing

Domestic Order Entry

Detailed Navigation

Order Management

Domestic Order Entry

Shipment Receipts

NW Delivery Calendar

Portal Favorites

Domestic Order Entry

Entitlement/Bonus Summary Report

Manage Users

My Transactions

Catalog

Entitlement

Transactions

Search For

Orders

Status

Open

Creation Date

Since Yesterday

ID Type

Transaction

ID

Go

Order: In Progress

Sold To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver-To on a particular Line Item(s):

1) Choose a "Deliver-To" above,

2) Select the line item(s) "Deliver-Selection" checkbox,

3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Request Date
	100	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/
	200	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/
	300	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/
	400	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/



# Changing Delivery Location

Home

Operations

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Domestic Order Entry

Detailed Navigation

Order Management

Domestic Order Entry

Shipment Receipts

NW Delivery Calendar

Portal Favorites

Domestic Order Entry

Entitlement/Bonus Summary Report

Manage Users

My Transactions

Catalog

Entitlement

View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>		<input type="checkbox"/>										
<input type="checkbox"/>	100	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	200	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	300	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input type="checkbox"/>	400	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>

Update

Add more to order

Cancel

Order

Use the drop down to change locations

# Make Sure the Delivery Location is Correct! All Direct Delivery Items go to HPC Foodservice

Organization Name: CT Food Distribution Program

Home Operations Admin Reports Help

Order Processing Complaint Administration Recall Administration

Operations > Order Processing > Order Management > Domestic Order Entry Full Screen Options

File Uploads/Downloads  
Catalog Maintenance  
Order Management  
    Consolidate Requisitions  
    Domestic Order Entry  
    Full Truck Load and Tran...  
    Redistribute Order Quan...  
    Returned FNS Orders  
Entitlement Management  
Shipment Receipts  
NW Delivery Calendar

**My Transactions** | **Catalog** | **Entitlement** View Cart: 0 Item(s) to the value of 0.00

**Product Catalog**

Quick Search  Search

[Extended Search](#)

[+]NSIP  
[+]SFSP  
[+]NSLP  
[+]TM\_NS  
[+]TM\_SF  
[+]TM\_NI

**Order: In Process**

**Sold-To: 4000574** Total Net Price: 0.00 USD

Customer Number: 4000574  
Organization: [CT Food Distribution Program](#)  
Your Reference:   
Your Description:

**Default Delivery Settings For Items**

Deliver To:

<input type="checkbox"/>	Item	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date:	Total Price Unit Price	
--------------------------	------	---------	----------	------	---------	----------	-------------	-------------	--------------------------	---------------------------	--

# Update Delivery Location for Items

Home

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Detailed Navigation

Order Management

Domestic Order Entry

Shipment Receipts

NW Delivery Calendar

Portal Favorites

Domestic Order Entry

Entitlement/Bonus Summary Report

Manage Users

My Transactions

Catalog

Entitlement

View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5004843: HPC FOODSERVICE, SOUTH WINDSOR, CT

Total Net Price: 3,191.84

To change the Deliver-To on a particular Line Item(s): 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
<input type="checkbox"/>		<input checked="" type="checkbox"/>									
<input type="checkbox"/>	100	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD 199.49 USD / 100 LB
<input type="checkbox"/>	200	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD 199.49 USD / 100 LB
<input type="checkbox"/>	300	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD 199.49 USD / 100 LB
<input type="checkbox"/>	400	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD 199.49 USD / 100 LB

Update

Click "Update" after changes are made

Add more to order

Cancel

Order

# Update "Quantity"

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[View Cart: 4 Item\(s\) to the value of 3,191.84 USD](#)

Order: In Process

Sold-To: 4000744  
 Your Reference:   
 Your Description:

Total Net Price: **3,191.84 USD**

Default Delivery Settings For Items  
 Deliver To:

To change the Deliver-To on a particular Line Item(s): 1) Select the line item(s) "Deliver-To Selection" checkbox, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price		
<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	400	<input checked="" type="checkbox"/>	100158	<input type="text" value="10"/>	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>

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# To Delete an Item in the Cart

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View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744

Total Net Price: 3,191.84 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To" above, 3) Click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>
<input checked="" type="checkbox"/>	400	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD 199.49 USD / 100 LB	<input type="checkbox"/>

Update

Add more to order

Cancel

Order

To delete items click in the appropriate box

Click "Update" after changes are made

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## Expand Information for All Items in the Cart

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Entitlement

View Cart: 4 Item(s) to the value of 3,191.84 USD

Order: In Process

Sold-To: 4000744

Total Net Price: 3,191.84 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5000 ROYCE OF CT, ROCKY HILL, CT

To change the delivery address, 1) Select the "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
		<input checked="" type="checkbox"/>										
	100	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD 199.49 USD / 100 LB	
	200	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD 199.49 USD / 100 LB	
	300	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD 199.49 USD / 100 LB	
	400	<input checked="" type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD 199.49 USD / 100 LB	

Update

Add more to order

Cancel

Order

To expand all of the items information

# Expanding Lines will Show Info for Each Item in the Cart

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My Transactions Catalog Entitlement [View Cart: 4 Item\(s\) to the value of 3,191.84 USD](#)

Order: In Process

Deliver To: 5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver-To on a particular Line Item(s): 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

Item	Deliver-To Selection	Product	Quantity	Unit	NSLP	Entitlement	Description	Ready for Approval	Deliver Date	Total Price	Unit Price
100	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT											
Your Message To Us:											
200	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT											
Your Message To Us:											
300	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT											
Your Message To Us:											
400	<input type="checkbox"/>	100158	10	CS	NSLP	Entitlement	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	04/15/2012	797.96 USD	199.49 USD / 100 LB
Deliver To: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT											
Your Message To Us:											

**To change quantity**

**View and select a different delivery location**



# Double Check the “Delivery Point” and Place Order

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**My Transactions** **Catalog** | **Entitlement** **4 Item(s) to the value of 3,191.84 USD**

**Order: 1000**

**Click on the Expand All button**

Item	Product	Quantity	Unit	Description	User Status	Delivery Date	Total Price	Unit Price
100	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	01/15/2012	\$797.96 USD 199.49 USD / 100 LB	
<b>* Delivery Point:</b> 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT								
<b>Additional Comments:</b>								
200	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	02/15/2012	\$797.96 USD 199.49 USD / 100 LB	
<b>* Delivery Point:</b> 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT								
<b>Additional Comments:</b>								
300	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval	03/15/2012	\$797.96 USD 199.49 USD / 100 LB	
<b>* Delivery Point:</b> 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT								
<b>Additional Comments:</b>								
400	100158	10	CS	BEEF FINE GROUND FRZ CTN-40 LB	Ready for Approval		\$797.96 USD 199.49 USD / 100 LB	
<b>* Delivery Point:</b> 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT								
<b>Additional Comments:</b>								

**Update** **Close** **Save**














**Clicking the “Save” button places the order**

# Completing Order, Click OK


[My Transactions](#) | [Catalog](#) | [Entitlement](#)

 [View Cart: 6 Item\(s\) to the value of 38,918.00 USD](#)


Order: 1000003509 from 12/08/2010 09:50

	Item	Product	Quantity	Unit	Program	Requested Delivery Date	Total Price
							Unit Price
	100	100169	<input type="text" value="10"/>		 NSLP / Entitlement	12/30/2010	7,076.00 USD 1,769.00 USD / 100 LB
	200	100169	<input type="text" value="10"/>	CS	 Ready for Approval	01/30/2011	7,076.00 USD 1,769.00 USD / 100 LB
	300	100169	<input type="text" value="10"/>	CS	 Ready for Approval	02/28/2011	7,076.00 USD 1,769.00 USD / 100 LB
	400	100169	<input type="text" value="10"/>	CS	 Ready for Approval	03/30/2011	7,076.00 USD 1,769.00 USD / 100 LB
	500	100169	<input type="text" value="10"/>	CS	 Ready for Approval	04/30/2011	7,076.00 USD 1,769.00 USD / 100 LB
	600	100169	<input type="text" value="5"/>	CS	 Ready for Approval	05/30/2011	3,538.00 USD 1,769.00 USD / 100 LB

Message from webpage

 Do you really want to process the order?

process your order



Click "OK" to process your order

# Confirmation of Receipt

[My Transactions](#)[Catalog](#)[Entitlement](#)[Transaction in Process](#)

## Confirmation of receipt

**Sold-To: 4001029**

Order: 1000003509

Your Reference:

Your Description:

38,918.00 USD

Is everything correct?

- If not, you must contact FDP to send the order back to you
- Make sure you have the order number

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB</b> Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date:12/30/2010	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
200	<b>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB</b> Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date:01/30/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
300	<b>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB</b> Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date:02/28/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
400	<b>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB</b> Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date:03/30/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
500	<b>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB</b> Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date:04/30/2011	10.000	CS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
600	<b>100169 : BEEF FINE GROUND FRZ PKG-40/1 LB</b> Delivery Point: 5002362: SYSCO FOOD SERVICE OF CT, ROCKY HILL, CT Requested Delivery Date:05/30/2011	5.000	CS	Ready for Approval	3,538.00 USD 1,769.00 USD / 100 LB

Print the confirmation page for your records

Print

Close

# Creating an Order for Delivery to a Processor



# Domestic Order Entry for Processing

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There are no items to display

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[+] NSLP  
 [+] Direct Delivery  
 [-] Processing Diversion  
 [-] Dairy

**Entitlement**

- [+] Meat
- [+] Veg/Fruit/Juice
- [+] Fish
- [+] Flour/Grain
- [+] Poultry
- [+] Peanut/Oil

**Entitlement**

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/>	LB	100005 (NSLP / Entitlement)	<a href="#">CHEESE CHED WHT BLOCK-40 LB</a>	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100007 (NSLP / Entitlement)	<a href="#">CHEESE CHED YEL BLOCK-40 LB</a>	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100042 (NSLP / Entitlement)	<a href="#">CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK</a>	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/>	LB					06/30/2011	40000.000

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**Select**

- » NSLP
- » Processing
- » Category, e.g., Meat, Grains ,etc.
- » Entitlement



# Select "All"

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Portal Favorites

There are no items to display

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Transaction in Process

Entitlement

Quantity		Product Number (Program / Sub-Area)	Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/>	LB	100005 (NSLP / Entitlement)	<a href="#">CHEESE CHED WHT BLOCK-40 LB</a>	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100007 (NSLP / Entitlement)	<a href="#">CHEESE CHED YEL BLOCK-40 LB</a>	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100042 (NSLP / Entitlement)	<a href="#">CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK</a>	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/>	LB	100010 (NSLP / Entitlement)	<a href="#">CHEESE NATURAL AMER FBD BARREL-500 LB</a>	2.06 USD	07/01/2011 - 12/31/2012	06/30/2011	40000.000

Product Catalog

Quick Search

Search

[Extended Search](#)

[-]NSLP

[+]Direct Delivery

[-]Processing Diversion

[-]Dairy

**Entitlement**

[+]Meat

[+]Veg/Fruit/Juice

[+]Fish

[+]Flour/Grain

[+]Poultry

[+]Peanut/Oil

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All

Select "All" to ensure you view all items

# Select Shopping Cart Icon

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There are no items to display

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**Product Catalog**

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**Entitlement**

**Do not enter anything here!**

**Select shopping cart icon**

Quantity	Product	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/> LB	100007 (NSLP / Entitlement) <a href="#">CHEESE CHED WHT BLOCK-40 LB</a>	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> LB	100007 (NSLP / Entitlement) <a href="#">CHEESE CHED YEL BLOCK-40 LB</a>	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> LB	100042 (NSLP / Entitlement) <a href="#">CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK</a>	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/> LB	100010 (NSLP / Entitlement) <a href="#">CHEESE NATURAL AMER FBD BARREL-500 LB</a>	2.06 USD	07/01/2011 - 12/31/2012	06/30/2011	40000.000

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# Enter Quantity and Move to Cart

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**Portal Favorites**

There are no items to display

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**Entitlement**

- [+] NSLP
  - [+] Direct Delivery
  - [+] Processing Diversion
  - [+] Dairy
- [+] Meat
- [+] Veg/Fruit/Juice
- [+] Fish
- [+] Flour/Grain
- [+] Poultry
- [+] Peanut/Oil

**Product Details**

**Product Number:** 100007  
**Name:** CHEESE CHED YEL BLOCK-40 LB  
**Price:** 1.94 USD  
**Full Truck Load Quantity:** 39950.000 LB

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Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
07/15/2011	250	07/31/2011		08/15/2011	
11/30/2011		12/15/2011		12/31/2011	
04/15/2012		04/30/2012		05/15/2012	
08/31/2012		09/15/2012		09/30/2012	

[Move to Cart](#)

**Enter quantity and Move to Cart**

# Sending Item to One Processor

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[-] NSLP

[+] Direct Delivery

[-] Processing Diversion

[-] Dairy

Entitlement

[+] Meat

[+] Veg/Fruit/Juice

[+] Fish

[+] Flour/Grain

[+] Poultry

[+] Peanut/Oil

View Cart: 1 Item(s) to the value of 484.38 USD

Entitlement

Quantity		Product Number (Program / Sub-Area)	Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/>		100005 (NSLP / Entitlement)	<a href="#">CHEESE CHED WHT BLOCK-40 LB</a>	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		100007 (NSLP / Entitlement)	<a href="#">CHEESE CHED YEL BLOCK-40 LB</a>	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>		100042 (NSLP / Entitlement)	<a href="#">CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK</a>	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/>		100010 (NSLP / Entitlement)	<a href="#">CHEESE NATURAL AMER FBD BARREL-500 LB</a>	2.06 USD	07/01/2011 - 12/31/2012	06/30/2011	40000.000

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Select shopping cart icon

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**“Hide Navigator” button**

**My Transactions Catalog Entitlement** [View Cart: 1 Item\(s\) to the value of 506.13 USD](#)

**Order: In Process**

**Sold-To: 4000744** Total Net Price: 506.13 USD

Your Reference:

Your Description:

**Default Delivery Settings For Items**

Deliver To:

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	<input type="text" value="Ready for Approval"/>	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>

**Update** **Add more to order** **Cancel** **Order**

# Set "Delivery To" Location

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View Cart: 1 Item(s) to the value of 506.13 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver -To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	100042	250	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>

Update

Add more to order

Cancel

Order

Set "Deliver To" Location

# FDP BPID Sheet for “Delivery To” Location

## Business Partner Identification Numbers (BPID) for Approved Food Processors for the Connecticut Food Distribution Program (FDP)

**School Year 2021-22**

Processor Name	Material Code	Commodity Type	Business Partner ID
Albies	110244	Cheese, Mozzarella LM, Part Skim	5005138
Bake Crafters Food Company	110242	Natural American Cheese, Barrel	5005230
Bongards Creameries	110242	Natural American Cheese, Barrel	5004222
Brookwood Farms	100193	Pork Boneless Picnic	5002371
Cargill Kitchen Solutions	100047	Eggs, Liquid Whole	5002919
Cargill Meat Solutions	100124	Chilled Turkey	5004014

# Select Default Delivery

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**Portal Favorites**

There are no items to display

[My Transactions](#) | [Catalog](#) | [Entitlement](#) [View Cart: 1 Item\(s\) to the value of 484.38 USD](#)

**Order: In Process**  
**Sold-To: 4000574**  
Customer Number: **4000744**  
Subject: [Ansonia](#)  
Your Reference:   
Your Description:

**Default Delivery Settings For Items**  
Deliver To:   
Do you want to copy the Deliver To address to all your items? ☐

<input type="checkbox"/>	Item	Produ
<input type="checkbox"/>	100	10000

**Update**

5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN  
5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN  
5003105: JTM PROVISIONS INC, CINCINNATI, OH  
5001345: KINGS DELIGHT, GAINESVILLE, GA  
5002500: LAND O'LAKES INC, GREEN BAY, WI  
5002602: LAND O'LAKES INC, SPENCER, WI  
5002733: LING'S, POMONA, CA  
5001743: M G WALDBAUM, WAKEFIELD, NE  
5001730: MAID RITE STEAK COMPANY INC, DUNMORE, PA  
5002522: MAID RITE STEAK COMPANY INC, DALTON, PA  
5002921: MAID-RITE STEAK COMPANY INC, PITTSBURGH, PA  
5002260: MCCAIN FOODS USA INC, EASTON, ME  
5002421: MCCAIN FOODS USA INC, ROSWELL, NM  
5002673: MCCAIN FOODS USA INC, TRACY, CA  
5002678: MCCAIN FOODS USA INC, PLOVER, WI  
5002772: MCCAIN FOODS USA INC, FT MORGAN, CO  
5002922: MCI FOODS INC, VERNON, CA  
5002587: MICELI DAIRY, CLEVELAND, OH  
5003271: MICELI DAIRY WAREHOUSE, CLEVELAND, OH  
**5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA**  
5002511: NARDONE BROTHERS BAKING CO INC, NEW WILMINGTON, PA  
5002281: NEW HAVEN CENTRAL KITCHEN, NEW HAVEN, CT  
5000850: PIERRE FOODS, INC, SPRINGFIELD, MO  
5001620: PIERRE FOODS, INC, CINCINNATI, OH  
5002797: PIERRE FOODS, INC, EASLEY, SC  
5002799: PIERRE FOODS, INC, CINCINNATI, OH  
5002245: PILGRIM'S PRIDE CORPORATION, CHATTANOOGA, TN  
5002247: PILGRIM'S PRIDE CORPORATION, HICKORY, KY  
5002709: PILGRIM'S PRIDE CORPORATION, MOOREFIELD, WV  
5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL  
5002385: PORTION PAC INC, MASON, OH

**Total Price**  
**Unit Price**  
484.38 USD  
193.75 USD / 100 LB

[Cancel](#) [Order](#)

Use the BPID spreadsheet to select correct delivery location

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View Cart: 1 Item(s) to the value of 506.13 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5001369: NARDONE BR

Total Net Price: 506.13 U

To change the Deliver-To on a particular Line Item/

Deliver To: above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input checked="" type="checkbox"/>	100042	250	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	506.13 USD 202.45 USD / 100 LB

Update

Add more to order

Cancel

Order

Click on the "Deliver To" Button, then click "Update," then click "Order"



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View Cart: 1 Item(s) to the value of 506.13 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To: 5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver To on a particular Line Item(s); 1) Choose a "Deliver-To"

Total Net Price: 506.13 USD

Double check that the deliver to location, the quantity, the product code and the user status is correct

Item	Deliver To Selection	Product	Quantity	Unit	Program	Sub-Area	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	100042	250	LB	NSLP	Entitlement	Ready for Approval	09/15/2011	506.13 USD 202.45 USD / 100 LB

Deliver To: 5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA

Your Message:

Update Add more to order Cancel Order

Click the expand all button to see your order before clicking the order button

# Completing Order – Click “OK”

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Linda Hubeny Log Off WBS

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**Portal Favorites**

There are no items to display

**My Transactions** **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

**Order: In Process**

Subject: [Subject](#)

Your Reference:

Your Description:

**Default Delivery Settings For Items**

Deliver To: 5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN

Do you want to copy the Deliver To address to all your items? ☐ Yes ☒ No

**Message from webpage**

Do you really want to send the order?

Item	Product	Quantity	Unit	Price	User Status	Requested Delivery Date	Total Price	Unit Price
100	100007	250	LB	NSLP Entitlement	CHEESE CHED YEL BLOCK-40 LB	Ready for Approval	07/15/2011	484.38 USD 193.75 USD / 100 LB

Deliver To: 5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA

Your Message To Us:

# Confirmation of Receipt

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### Confirmation of receipt

**Sold-To: 4000744**

Order: 1000028886 from 03/28/2011 10:33 Total Net Price: 484.3

Your Reference:

Your Description:

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100007 : CHEESE CHED YEL BLOCK-40 LB</b> Delivery Point: 5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN , INDIANAPOLIS, IN Requested Delivery Date: 07/15/2012	250.000	LB	Ready for Approval	\$484.38 USD 193.75 USD / 100

[Print](#) [Close](#)

Order confirmation number

Print the confirmation page for your records

# Creating a New Order

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Confirmation of receipt

**Sold-To: 4000744**

Order: 1000028886 from 03/28/2011 10:33

Your Reference:

Your Description:

Total Net Price: 484.3

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	<b>100007 : CHEESE CHED YEL BLOCK-40 LB</b> Delivery Point: 5002787: JTM PROVISIONS INC, INDIANAPOLIS, IN , INDIANAPOLIS, IN Requested Delivery Date: 07/15/2012	250.000	LB	Ready for Approval	\$484.38 USD 193.75 USD / 100

[Print](#) [Close](#)

# Creating a New Order

The screenshot displays a web application interface for 'Domestic Order Entry'. At the top, a navigation bar includes links for Home, Operations, Admin, Reports, and Help. Below this, a breadcrumb trail shows 'Order Processing' and 'Domestic Order Entry'. A left-hand navigation pane contains a 'Detailed Navigation' section with links to 'Order Management' (which includes 'Domestic Order Entry'), 'Shipment Receipts', and 'NW Delivery Calendar'. Below this is a 'Portal Favorites' section with a link to 'Manage Users'. The main content area features a sub-navigation bar with 'My Transactions', 'Catalog', 'Entitlement', and 'Transaction in Process'. The 'Catalog' section is active, showing a 'Product Catalog' header, a 'Quick Search' box with a 'Search' button, and a link to 'Extended Search'. A yellow callout bubble points to the 'Domestic Order Entry' link in the navigation pane, containing the text: 'This screen will appear after clicking "Domestic Order Entry"'. Below the search area, there is a link to 'Browse in the Product Catalog'.

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**Product Catalog**

Quick Search  
  
**Search**

[Extended Search](#)

[+] NSLP

**Product Catalog**

Browse in the [Product Catalog](#)

Click [here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

**This screen will appear after clicking "Domestic Order Entry"**

# Domestic Order Entry for Processing

USDA United States Department of Agriculture  
Web-Based Supply Chain Management

Welcome Jane Doe [Log Off](#) **WBSCM**

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**Portal Favorites**

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**My Transactions** **Catalog** **Entitlement** **Transaction in Process**

**Product Catalog**

Quick Search  
  
[Search](#)

[Extended Search](#)

- [-] NSLP**
- [+] Direct Delivery**
- [-] Processing Diversion**
- [-] Dairy**
- Entitlement**
- [+] Meat**
- [+] Veg/Fruit/Juice**
- [+] Fish**
- [+] Flour/Grain**
- [+] Poultry**
- [+] Peanut/Oil**

**Welcome**

Welcome to the order entry screen

[Click here](#) to create an order and specify the ship-to destination. Then choose the items from the catalog located on the left.

**Product Catalog**

[Browse in the Product Catalog](#)

**Select**

- » NSLP
- » Direct Delivery
- » Category, e.g., Meat, Grains, etc.
- » Entitlement

# Select "All"

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Portal Favorites

There are no items to display

[My Transactions](#)
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Transaction in Process

Entitlement

Quantity		Product Number (Program / Sub-Area)	Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/>	LB	100005 (NSLP / Entitlement)	<a href="#">CHEESE CHED WHT BLOCK-40 LB</a>	1.54 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100007 (NSLP / Entitlement)	<a href="#">CHEESE CHED YEL BLOCK-40 LB</a>	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100042 (NSLP / Entitlement)	<a href="#">CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK</a>	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/>	LB	100010 (NSLP / Entitlement)	<a href="#">CHEESE NATURAL AMER FBD BARREL-500 LB</a>	2.06 USD	07/01/2011 - 12/31/2012	06/30/2011	40000.000

Products Per Page
 

All

Product Catalog

Quick Search

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Extended Search

[-]NSLP

[+]Direct Delivery

[-]Processing Diversion

[-]Dairy

**Entitlement**

[+]Meat

[+]Veg/Fruit/Juice

[+]Fish

[+]Flour/Grain

[+]Poultry

[+]Peanut/Oil

Select "All" to ensure you view all items



# Sending Item to Multiple Processors

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**Portal Favorites**

There are no items to display

**My Transactions** **Catalog** | **Entitlement**

**Product Catalog**

Quick Search

**Search**

[Extended Search](#)

**Do not enter anything here!**

**Entitlement**

**View Cart: 2 Item(s) to the value of 1,162.51 USD**

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-A)	Name				
<input type="text"/>	LB	100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/>	LB	100042 (NSLP / Entitlement)	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/>	LB	100010 (NSLP / Entitlement)	CHEESE NATURAL AMER FBD BARREL-500 LB	2.06 USD	07/01/2011 - 12/31/2012	06/30/2011	40000.000

**Select shopping cart icon**

Products Per Page **All**

# Enter Quantity and Move to Cart

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**Portal Favorites**

There are no items to display

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**Product Catalog**

Quick Search  **Search**

[Extended Search](#)

**Entitlement**

- [+] Meat
- [+] Veg/Fruit/Juice
- [+] Fish
- [+] Flour/Grain
- [+] Poultry
- [+] Peanut/Oil

**Product Details**

**Product Number:** 100007  
**Name:** CHEESE CHED YEL BLOCK-40 LB  
**Price:** 1.94 USD  
**Full Truck Load Quantity:** 39950.000 LB

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Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
07/15/2011	250	07/31/2011		08/15/2011	
11/30/2011		12/15/2011		12/31/2011	
04/15/2012		04/30/2012		05/15/2012	
08/31/2012		09/15/2012		09/30/2012	

[Move to Cart](#)

Enter quantity and move to cart

# Sending Item to Multiple Processors

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Portal Favorites

There are no items to display

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View Cart: 2 Item(s) to the value of 1,162.51 USD

Entitlement

Overview	Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-A)	Name				
<input type="text"/> LB	100007 (NSLP / Entitlement)	CHEESE CHED YEL BLOCK-40 LB	1.94 USD	07/01/2011 - 12/31/2012	06/30/2011	39950.000
<input type="text"/> LB	100042 (NSLP / Entitlement)	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	1.87 USD	07/01/2011 - 12/31/2012	06/30/2011	40320.000
<input type="text"/> LB	100010 (NSLP / Entitlement)	CHEESE NATURAL AMER FBD BARREL-500 LB	2.06 USD	07/01/2011 - 12/31/2012	06/30/2011	40000.000

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[-]View

[+]Meat

[+]Veg/Fruit/Juice

[+]Fish

[+]Flour/Grain

[+]Poultry

[+]Peanut/Oil

Do not enter anything here!

Select shopping cart icon

# Enter Quantity and Move to Cart

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There are no items to display

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Product Details

Product Number: 100007  
Name: CHEESE CHED YEL BLOCK-40 LB  
Price: 1.94 USD  
Full Truck Load Quantity: 39950.000 LB

Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
07/15/2011	350	08/31/2011		08/15/2011	
11/30/2011		12/15/2011		12/31/2011	
04/15/2012		04/30/2012		05/15/2012	
08/31/2012		09/15/2012		09/30/2012	

Move to Cart

Enter quantity and move to cart

Product Catalog

Quick Search

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[-]NSLP

[+]Direct Delivery

[-]Processing Diversion

[-]Dairy

Entitlement

[+]Meat

[+]Veg/Fruit/Juice

[+]Fish

[+]Flour/Grain

[+]Poultry

[+]Peanut/Oil

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Orders

Status

Open

Creation Date

Since Yesterday

ID Type

Transaction

ID

Go

1 Document Found

Status	Transaction	Your Reference
Open	1000030414	
04/27/2011		

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date
<input checked="" type="checkbox"/>	100	<input type="checkbox"/>	100042	250	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011
<input checked="" type="checkbox"/>	200	<input type="checkbox"/>	100042	350	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011

Update

Add more to order

Cancel

Order

To expand view

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# Click “View Cart” to Process Order


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**Entitlement**

[View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity		Product Number (Program / Sub-Area)	Name				
<input type="text"/> LB		100007 (NSLP / Entitlement)	<a href="#">CHEESE CHED YEL BLOCK-40 LB</a>	1.94 USD	07/01/2012 - 07/15/2012	06/20/2011	39950.000

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View Cart: 2 Item(s) to the value of 1,214.71 USD

Order: In Process

Sold-To: 4000744

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
		<input type="checkbox"/>										
	100	<input type="checkbox"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>
	200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	708.58 USD 202.45 USD / 100 LB	<input type="checkbox"/>

Update

Add more to order

Cancel

Order

Total Net Price:

1,214.71 USD

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View Cart: 2 Item(s) to the value of 1,214.71 USD

Order: In Process

Sold-To: 4000744

Total Net Price: 1,214.71 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver-To: BRIDE/GOLD KIST, BOAZ, AL

(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
		<input type="checkbox"/>										
	100	<input type="checkbox"/>	100042	250	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	506.13 USD 202.45 USD / 100 LB	<input type="checkbox"/>
	200	<input type="checkbox"/>	100042	350	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	708.58 USD 202.45 USD / 100 LB	<input type="checkbox"/>

Update

Add more to order

Cancel

Order

To expand all of the items information

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# Update Delivery Location for Items

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  - NW Delivery Calendar

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- Entitlement/Bonus Summary Report
- Manage Users

**My Transactions** **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,214.71 USD](#)

**Order: In Process**

Your Reference:

Your Description:

**Default Delivery Settings For Items**

Deliver To:  [v](#) [x](#)

To change the Deliver-To on a particular Line Item(s): 1) Choose a "Deliver-To" above, 2) Select the line item(s) "Deliver-To Selection" checkbox, 3) click "Update".

	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	Deliver To	Unit Price	Total Price	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	100	<input type="checkbox"/>	100042	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA	202.45 USD / 100 LB	506.13 USD	<input type="checkbox"/>
Deliver To: <input type="text" value="5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA"/> <a href="#">v</a> <a href="#">x</a>												
Your Message To Us: <input type="text"/>												
<input type="checkbox"/>	200	<input type="checkbox"/>	100042	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	5001892: Schwans Food Service Inc, SALINA, KS	202.45 USD / 100 LB	708.58 USD	<input type="checkbox"/>
Deliver To: <input type="text" value="5001892: Schwans Food Service Inc, SALINA, KS"/> <a href="#">v</a> <a href="#">x</a>												
Your Message To Us: <input type="text"/>												

**Click "Update"**

**Change delivery location to correct processor**

**Change delivery location to correct processor**

**Update** **Add more to order** **Cancel** **Order**

# Check that Delivery Location is Correct

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**My Transactions** **Catalog** | **Entitlement** [View Cart: 2 Item\(s\) to the value of 1,214.71 USD](#)

**Order: In Process**

Your Reference:

Your Description:

Total Net Price: 1,214.71 USD

**Default Delivery Settings For Items**

Deliver To: 5002936: PILGRIM'S PRIDE/GOLD KIST, BOAZ, AL

To change the Deliver-To on a particular Line Item(s); 1) Choose a "Deliver-To" above, 2) Select the line item(s), 3) click "Update".

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	Status	Requested Delivery Date	Total Price	Unit Price
100	<input type="checkbox"/>	100042	250	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	506.13 USD	202.45 USD / 100 LB
Deliver To: 5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA <input type="button" value="v"/> <input type="button" value="x"/>											
Your Message To Us: <input type="text"/>											
200	<input type="checkbox"/>	100042	350	LB	NSLP	Entitlement	CHEESE MOZ LM PART SKIM UNFZ PROCESSR PK	Ready for Approval	09/15/2011	708.58 USD	202.45 USD / 100 LB
Deliver To: 5001892: Schwans Food Service Inc, SALINA, KS <input type="button" value="v"/> <input type="button" value="x"/>											
Your Message To Us: <input type="text"/>											

**Make sure everything is correct then click "Order"**

# Completing Order

United States Department of Agriculture  
Web-Based Supply Chain Management

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- NW Delivery Calendar

**Portal Favorites**

There are no items to display

[My Transactions](#)
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[Entitlement](#)
[View Cart: 2 Item\(s\) to the value of 1,162.51 USD](#)

**Order: In Process**

Subject: [Ansonia](#)

Your Reference:

Your Description:

**Default Delivery Settings For Items**

Deliver To:

Do you want to copy the Deliver To address to all your items? ☐ Yes ☒ No

**Message from webpage**

Do you really want to complete order?

Click "OK" to complete order

	Item	Product	Quantity	Unit	Pr		User Status	Requested Delivery Date	Total Price Unit Price		
	100	100007	<input type="text" value="250"/>	LB	NSLP	Entitlement	CHEESE CHED YEL BLOCK-40 LB	<input type="text" value="Ready for Approval"/>	07/15/2011	484.38 USD 193.75 USD / 100 LB	
	Deliver To: <input type="text" value="5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA"/> Your Message To Us: <input type="text"/>										
	200	100007	<input type="text" value="350"/>	LB	NSLP	Entitlement	CHEESE CHED YEL BLOCK-40 LB	<input type="text" value="Ready for Approval"/>	07/15/2011	678.13 USD 193.75 USD / 100 LB	
	Deliver To: <input type="text" value="5002359: SCHWAN'S FOOD SERVICE, DENMARK, WI"/> Your Message To Us: <input type="text"/>										

# Confirmation of Receipt

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## Confirmation of receipt

Sold-To: 4001029

Order: 1000003509

Your Reference:

Your Description:

38,918.00 USD

Is everything correct?

- If not, you must contact FDP to send the order back to you
- Make sure you have the order number

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	CHEESE CHED YEL BLOCK- 40 LB Delivery Point: 5001369: NARDONE BROTHERS BAKING CO INC, WILKES-BARRE, PA Requested Delivery Date: 12/30/2010	250	LBS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB
200	CHEESE CHED YEL BLOCK- 40 LB Delivery Point: 5002359: SCHWAN'S FOOD SERVICE, DENMARK, WI Requested Delivery Date: 01/30/2011	350	LBS	Ready for Approval	7,076.00 USD 1,769.00 USD / 100 LB

Print the  
confirmation page for  
your records

Print

Clos

# Requisition Status Report



# Requisition Status Report

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Reports > Order Processing > Requisition Status Report

Entitlement Management

- Domestic Price Support Re...
- Domestic Ship-To Contacts ...
- Material Outlay Report
- Multi-Food Received Shipm...
- Multi-Food Requisition Report
- NW Delivery Calendar Report
- Order Status Report
- Processing Status Report
- Received Shipment Report
- Redistribution/Redonation D...
- Requisition Status Report
- Stocks at Subcontractor
- Value of Commodities Recei...
- Value of Materials Received...
- Value of Materials Received...

Reports : Input Criteria

Execute | Print PDF Output

Requisition Status Report

Reset Values

Show Variants

Program:	<input type="text"/>		<input type="text"/>		
Req. Delivery Date:	<input type="text"/>	To	<input type="text"/>		
Material:	<input type="text"/>	To	<input type="text"/>		
Sold-To Party:	<input type="text"/>				
Ship-To Party:	<input type="text"/>				
Region:	<input type="text"/>	To	<input type="text"/>		
Req/Redist. Number:	<input type="text"/>	To	<input type="text"/>		
Req/Redist. Doc.Type:	<input type="text"/>				
Req/Redist. # Status:	<input type="text"/>				
Req. Entitle / Bonus:	<input type="text"/>				
Sales Order Number:	<input type="text"/>	To	<input type="text"/>		
Purchase Order:	<input type="text"/>	To	<input type="text"/>		
Shipment Receipt Date:	<input type="text"/>	To	<input type="text"/>		



# Requisition Status Report

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- Domestic Ship-To Contacts ...
- Material Outlay Report
- Multi-Food Received Shipm...
- Multi-Food Requisition Report
- NW Delivery Calendar Report
- Order Status Report
- Processing Status Report
- Received Shipment Report
- Redistribution/Redonation D...
- Requisition Status Report**
- Stocks at Subcontractor
- Value of Commodities Recei...
- Value of Materials Received...
- Value of Materials Received...

Reports : Input Criteria

ExecutePrint PDF Output

Requisition Status Report

Reset Values

Program:

Req. Delivery Date:  To

Material:  To

Sold-To Party:

Ship-To Party:

Region:  To

Req/Redist. Number:  To

Req/Redist. Doc.Type:

Req/Redist. # Status:

Req. Entitle / Bonus:

Sales Order Number:  To

Purchase Order:  To

Shipment Receipt Date:  To

Enter NSLP and dates then click "Execute"

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# Requisition Status Report

Organization Name: CT Food Distribution Program

Reports > Order Processing > Requisition Status Report

View: REQUISITION\_ST... Export

Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party
ZREQ	1000412677	100	Approved by SDA	4000744	Ansonia	10001	5004843
		200	Approved by SDA		Ansonia	10001	5004843
		300	Approved by SDA		Ansonia	10001	5004843
		400	Approved by SDA		Ansonia	10001	5004843
		500	Approved by SDA		Ansonia	10001	5004843
		600	Approved by SDA		Ansonia	10001	5004843
		700	Approved by SDA		Ansonia	10001	5004843
		800	Cancelled		Ansonia	10001	5004843
		900	Approved by SDA		Ansonia	10001	5004843
		1000	Approved by SDA		Ansonia	10001	5004843
		1100	Approved by SDA		Ansonia	10001	5004843
		1200	Cancelled		Ansonia	10001	5004843
		1300	Approved by SDA		Ansonia	10001	5004843
		1400	Cancelled		Ansonia	10001	5004843
		1500	Cancelled		Ansonia	10001	5004843

Use this bar to scroll right and left

150%

# Requisition Status Report

Export to  
Microsoft Excel  
to sort report

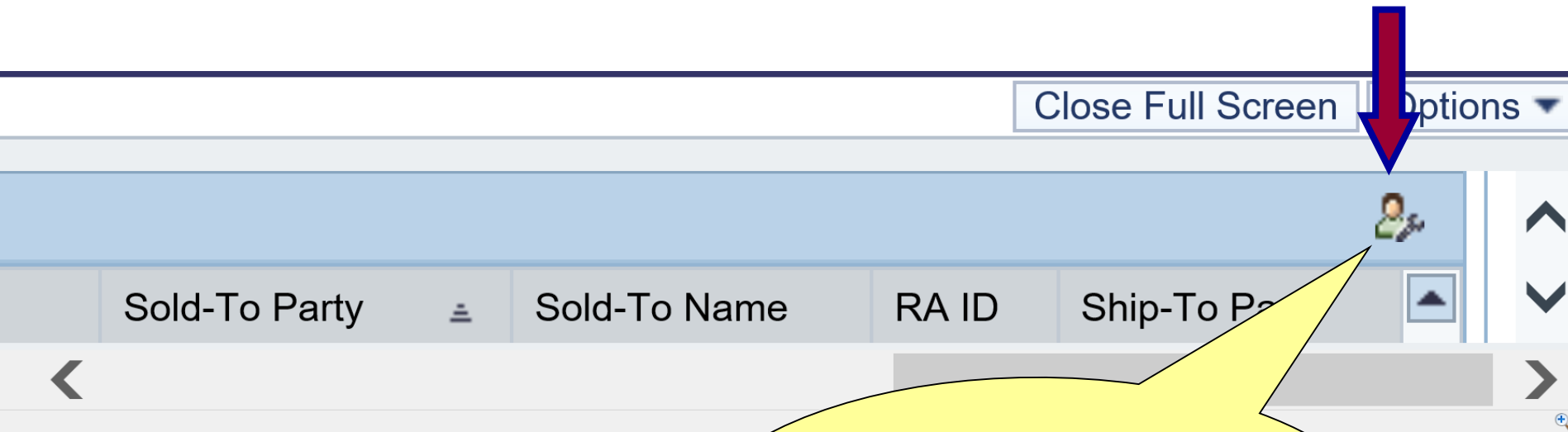
Organization Name: CT Food Distribution Program

Reports > Order Processing > Requisition Status Report [Close Full Screen](#) [Options](#)

View: REQUISITION\_ST... [Export](#)

Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party
ZREQ	1000412677	100	Approved by SDA	4000744	Ansonia	10001	5004843
		200	Approved by SDA		Ansonia	10001	5004843
		300	Approved by SDA		Ansonia	10001	5004843
		400	Approved by SDA		Ansonia	10001	5004843
		500	Approved by SDA		Ansonia	10001	5004843
		600	Approved by SDA		Ansonia	10001	5004843
		700	Approved by SDA		Ansonia	10001	5004843
		800	Cancelled		Ansonia	10001	5004843
		900	Approved by SDA		Ansonia	10001	5004843
		1000	Approved by SDA		Ansonia	10001	5004843
		1100	Approved by SDA		Ansonia	10001	5004843
		1200	Cancelled		Ansonia	10001	5004843
		1300	Approved by SDA		Ansonia	10001	5004843
		1400	Cancelled		Ansonia	10001	5004843
		1500	Cancelled		Ansonia	10001	5004843

# Requisition Status Report Settings



**You can modify your report view to show only the columns you need to see on your report**

- Remove columns you don't need to see
- Add columns you want to see
- To view how this would look, click the "Settings" button

# Requisition Status Report Settings

Reports > Order Processing > Requisition Status Report

**Settings**

View: REQUISITION\_ST... Save Save as... Delete Properties...

**Column Selection** Sort Calculation Filter Display

**Hidden Columns**

- SO Item Category
- ECOS # / Reference #
- Sold-To City
- Sold-To State
- Ship-To City
- Ship-To State
- Plant Desc.
- Cost / LB

**Displayed Columns**

- Req/Redist. Doc.Type
- Req/Redist. Order #
- Req/Redist. Item #
- Req/Redist. S...
- Sold-To Par...
- Sold-To Nam...
- RA ID
- Ship-To Party

Add Remove

OK Cancel Apply Reset

Always "save as" to save your new report

You can change the sequence of the columns here

# Requisition Status Report Settings

The screenshot shows the 'Save View as' dialog box for the 'Requisition Status Report'. The 'Description' field is set to 'My Req Status Report' and the 'Assignment' is set to 'User'. The 'Initial View' checkbox is unchecked. A yellow callout bubble points to the 'Description' field with the text: 'Enter a view name in the "Description" field'. Two red arrows point to the 'Initial View' checkbox and the 'OK' button. The background shows the 'Requisition Status Report' table with columns like 'SO Item Category', 'Sold-To City', 'Sold-To State', 'RA ID', 'Ship-To City', 'Ship-To State', and 'Plant Desc.'. The 'Displayed Columns' list on the right includes 'Requisition Order #', 'Requisition Item #', 'Requisition Status', 'Sold-To Party', 'Sold-To Name', 'Ship-To Party', 'Ship-To Name', and 'Material'.

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Web-Based Supply Chain Management

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Requisition Status Report

Save View as

Description: \* My Req Status Report

Assignment: User

☐ Initial View

OK Cancel

Save as... Delete Properties...

Filter Display

Displayed Columns

Displayed Columns
Requisition Order #
Requisition Item #
Requisition Status
Sold-To Party
Sold-To Name
Ship-To Party
Ship-To Name
Material

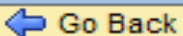
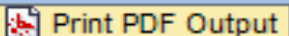
Row 1 of 12

Row 1 of 20

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# Requisition Status Report Settings

## Requisition Status Report

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**Settings**

View My Req Status Report School view Save Save as... Delete Properties...


Column Selection

Sort

Calculation

Filter

Display

 Hidden Columns

☐ Order Type

☐ SO Item Category

☐ Sold-To City


☐ Sold-To State

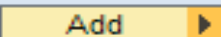
☐ RA ID

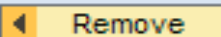
☐ Ship-To City


☐ Ship-To State

☐ Plant Desc.



 Add

 Remove

 Displayed Columns

☐ Requisition Order #

☐ Requisition Item #

☐ Requisition Status


☐ Sold-To Party

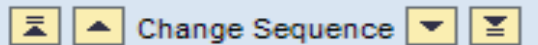
☐ Sold-To Name

☒ Ship-To Party

☐ Ship-To Name

☐ Material





 Cancel ApplyView REQUISITION\_STAT... Export



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REQUISITION\_STAT...  
My Req Status Report  
REQUISITION\_STATUS  
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Requisition #	Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
10000	200	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	1000019023	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ
1000019023	200	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROC
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
	1000028864	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PAT
1000028864	100	Ready for Approval	4000744	Ansonia	10001	5001389	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GR

This is where you find your custom Requisition Status Report

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Requisition Order #	Requisition Item #	Requisition Status	Sold-To Party	Sold-To Name	RA ID	Ship-To Party	Ship-To Name	Material	Material Desc.
1000009815	100	Approved by SDA	4000744	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100002	CHEESE CHED
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
1000019023	100	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100034	CHEESE MOZ L
	200	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	300	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100019	CHEESE PROCE
	400	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100256	STRAWBERRY
	500	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	600	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	700	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	800	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	900	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
	1000	Approved by SDA		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PATI
1000028864	100	Ready for Approval		Ansonia	10001	5001369	NARDONE BROTHERS BAKING CO INC	100007	CHEESE CHED
	200	Ready for Approval		Ansonia	10001	5002359	SCHWAN'S FOOD SERVICE	100007	CHEESE CHED
1000028893	100	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	200	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	300	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO
	400	Ready for Approval		Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE GRO

Too much information?  
Click the "Print PDF Output" button

# Requisition Status Report

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- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic
- Multi-Food Requisition Report

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Requisition Order #	Requisition Item	Party	Ship-To Name	Material	Material Desc			
1000009815	100							
	200							
	300							
	400							
	500							
	600							
1000019023	100							
	200							
	300							
	400							
	500							
	600	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	700	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100158	BEEF FINE G
	800	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA
	900	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA
	1000	Approved by SDA	Ansonia	10001	5002362	SYSCO FOOD SERVICE OF CT	100160	BEEF SPP PA
1000028864	100							
	200							
1000028893	100							
	200							
	300							
	400							

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# Requisition Status Report

Home Operations

Order Processing

Requisition Status Report

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- Multi-Food Received Shipment
- Received Shipment Report
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- Value of Materials Received
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Sold-To: 4000744

Sold-To Name: Ansonia, Ansonia CT


Req. Order & Item #	Req. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000009815 100	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHD WHT SHRED BAG-6/5 LB	\$600.83	5000031304 100	Approved by SDA
1000009815 200	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHD WHT SHRED BAG-6/5 LB	\$600.83	5000031305 100	Approved by SDA
1000009815 300	Approved by SDA	05/31/2012	NSLP	E	11	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100002 CHEESE CHD WHT SHRED BAG-6/5 LB	\$600.83	5000031306 100	Approved by SDA
1000009815 400	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031348 100	Approved by SDA
1000009815 500	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031349 100	Approved by SDA
1000009815 600	Approved by SDA	05/31/2012	NSLP	E	10	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100019 CHEESE PROCESS WHT SLC LVS-6/5 LB	\$491.49	5000032774 100	Approved by SDA
1000019023 100	Approved by SDA	05/31/2012	NSLP	E	5	CS	5002362 SYSCO FOOD SERVICE OF CT ROCKY HILL CT	100034 CHEESE MOZ LITE SHRED FRZ BOX-30 LB	\$306.33	5000031347 100	Approved by SDA

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Tuesday 03/29/2011 11:39:30 CST

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# Food Distribution Program (USDA Foods)

 Connecticut's Official State Website

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## Food Distribution Program (USDA Foods)

Overview

Documents/Forms

Related Resources

Laws/Regulations

Contact


Provided by:  
**Department of Education**

### Overview

[School Nutrition Programs](#) | [Program Guidance](#) | [Forms](#) | [Resources](#) | [Nutrition Education](#)

The mission of the U.S. Department of Agriculture's (USDA) Food Distribution Program is to strengthen the nation's nutrition safety net by providing food and nutrition assistance to school children and families; and support American agriculture by distributing high quality, 100 percent American-grown USDA Foods. In Connecticut, the USDA Food Distribution Program for [school nutrition programs](#) and the [Summer Food Service Program \(SFSP\)](#) is administered through the Connecticut State Department of Education (CSDE).

### Overview

- [Overview of USDA Foods Program in Connecticut](#)  (CSDE)
- [School Recipient Agency Processing Handbook: A Guide to USDA Foods for Recipient Agencies](#)  (ACDA)
- [The Truck Stops Here](#)  (CSDE Presentation from SNACT 2016 Fall Conference)
- [Thinking Outside of the Brown Box with USDA Foods](#)  (CSDE Presentation from SNACT 2018 USDA Foods Seminar)

[Nondiscrimination Statements](#) (USDA and CSDE)

<https://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-Foods>



# Connecticut FDP Contact Information

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**This presentation is available at [https://portal.ct.gov/-/media/SDE/Nutrition/FDP/WBSCM\\_Training.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/FDP/WBSCM_Training.pdf)**



**Connecticut State Department of Education  
Bureau of Health, Nutrition, Family Services and Adult Education  
450 Columbus Boulevard, Hartford, CT 06103-1841**

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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